



Application Check List

Homebuyer Assistance Program Applications

This check list includes all required and optional items for a complete Homebuyer Assistance Program Application package.

- ☐ 1. Homebuyer Assistance Program Application Form
- ☐ 2. Homebuyer Assistance Program (HBA) Workbook
- ☐ 3. Development Consultant Agreement (if applicable)
- ☐ 4. Documentation of Site Control (not required if applying for Bridge Loan)
- ☐ 5. Construction documents (not required if applying for down payment assistance)
 - ☐ 5a. Site plan
 - ☐ 5b. Cross section of typical structure in relation to grade
 - ☐ 5c. Typical unit floor plan
 - ☐ 5d. Typical elevation drawing or image of proposed structure
- ☐ 6. Visual representation of concurrent development projects (not required if applying for down payment assistance)
- ☐ 7. Development Team Resumes
- ☐ 8. Three years of audited financial statements (not required if you have submitted these within the last 6 months)
- ☐ 9. Homeowners/Condominium Owners Addendum (if applicable)
- ☐ 10. Limited Equity Co-operative Addendum (if applicable)
 - ☐ 10a. Market Study

Please see the NOFA for detailed submission instructions.